

GENERAL MANAGER CITIZEN AND NEIGHBORHOOD RESOURCES

DISTINGUISHING FEATURES

The fundamental reason the General Manager of Citizen and Neighborhood Resources exists is to plan, direct and lead a team of professionals to preserve and enhance the health, character, integrity and vitality of neighborhoods. This classification is a direct manager to the division heads of each department. Work is performed in accordance with statutory procedures and broad policies as prescribed by the City Manager's office, which holds the Citizen and Neighborhood Resources General Manager responsible for the effectiveness of departmental programs. The Citizen and Neighborhood Resources General Manager reports to the Deputy City Manager.

ESSENTIAL FUNCTIONS

Provides vision and leadership while directing the overall activities of programs in the Citizen and Neighborhood Resources Department.

Organizes and directs specialized development, housing, neighborhood maintenance and code enforcement, and citizen participation programs to improve the quality of neighborhoods throughout the city of Scottsdale.

Establishes goals and objectives for the divisions within the department, manages resource needs, and communicates and manages organizational change.

Works in close cooperation with other City management and officials to further the objectives of the City and department.

Supports and represents City Council and management policies and practices to the public and other City employees.

Interprets and implements City policies and administrative regulations. Makes recommendations to the City Manager and formulates new policies in response to Council direction.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Management practices and procedures.

Community organizations and their leaders.

Various negotiation styles and techniques.

Ability to:

Interpret City ordinances, rules and regulations, and make rational decisions in accordance with established policy.

Effectively communicate verbally and in writing with all levels of City staff, Council, and public.

Establish and maintain cooperative and effective working relationships with City officials, city departments, citizen groups, community leaders, businesses and the general public with widely diverse points of view.

Prepare clear and concise reports using proper sentence construction and grammar.

Exercise excellent verbal, written, and interpersonal skills to develop, establish, evaluate, recommend, and implement departmental policies, goals, and objectives.

Comprehend and make inferences from written material and verbal and/or written instructions.

Operate a variety of standard office equipment, which require continuous and repetitive eye, arm or hand movement.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to a Bachelor's degree in business or public administration or a related field plus a minimum of ten years progressively responsible administrative and managerial experience as a director or division manager in the public sector. Must obtain and possess a valid standard Arizona driver's license without significant violations in the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified